

Facility Management

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DATE 05-01-96

POLICY NUMBER 06-92

SUBJECT: **RULES AND REGULATIONS FOR KEYS TO CAPITOL
COMPLEX, BLDG'S.**



POLICY STATEMENT

The key control system and card access system are for the security of the Capitol Complex. All Capitol Complex buildings are controlled and secured by a master key locking system. Keys for elected or appointed official's offices located in the Capitol Complex will be issued and controlled by OMB. Keys to doors in the legislative wing will be issued and controlled by the Legislative Council. Keys are needed to enter the building and offices on weekends, and weekdays before 7:00 a.m. and after 5:30 p.m.

Each department and agency will designate an individual to request keys and ensure the return of keys. Agencies and departments should ensure they receive all keys from employees who are terminating their employment with the State of North Dakota prior to their last day. OMB will retain a master listing identifying the keys issued by department, employee, and access allowed by the key or card.

State employees will be issued electronic access (card or key) if approved by the agency head. If employees are granted outside door access, they must be given a key to their office area. Each employee will be responsible for any guests who accompany them into the building.

Keys or cards issued to employees become their personal responsibility. If lost or stolen, it must be reported immediately.

